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**Chapter 05: General Services**

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**General****B050101a Employee License and Permit Files**

**Description:** Correspondence and forms regarding firearms, licensing and hunting permits, permission to sell controlled items, etc. NOTE: See item 050102 for auto license and related material.

a. Firearms Registration Files.

**Disposition:** Destroy when 2 years old.

**DispAuthNo:** NN-169-86, item 1a

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**B050101b Employee License and Permit Files**

**Description:** Correspondence and forms regarding firearms, licensing and hunting permits, permission to sell controlled items, etc. NOTE: See item 050102 for auto license and related material.

b. All Other Permit and License Files.

**Disposition:** Destroy when at least 6 months, but not more than 2 years old, depending on post operating needs.

**DispAuthNo:** NN-169-86, item 1b

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**B050102 Vehicle Registration Files (U.S. Government employee privately-owned)**

**Description:** Records of registration of private automobiles, including issuance of license plates, accident information, auto insurance.

**Disposition:** Destroy 2 years after departure of employee from post.

**DispAuthNo:** II-NNA-3, item 21

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**B050103 Gratuity Records**

**Description:** Consists of names and titles of host government employees who perform services for the Embassy, including description of gift, cost, etc.

**Disposition:** Destroy when 1 year old.

**DispAuthNo:** NN-169-86, item 2

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**B050104a Safety, Health and Environmental Records**

**Description:** Information retained by the Post Occupational Safety and Health Officer (POSHO) usually located in the General Service Office related to safety, occupational health or environmental matters.

- a. Records documenting employee occupational exposures (regarding chemicals, asbestos, radiation, etc.); medical monitoring information; annual hazardous material inventory; and all policies, procedures, cables and other safety and health information promulgated by the Department as well as policies/programs issued by the post.

**Disposition:** Retire to RSC when 10 years old for transfer to WNRC. Destroy when 75 years old.

**DispAuthNo:** N1-84-94-3, item 1a

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**B050104b Safety, Health and Environmental Records**

**Description:** Information retained by the Post Occupational Safety and Health Officer (POSHO) usually located in the General Service Office related to safety, occupational health or environmental matters.

- b. Records documenting post initiated inspections, assessment, findings and reports (i.e., related to safety, health, or environmental hazards); hazard condition notifications and requests to investigate hazardous conditions.

**Disposition:** Destroy when 5 years old.

**DispAuthNo:** N1-84-94-3, item 1b

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**B050104c Safety, Health and Environmental Records**

**Description:** Information retained by the Post Occupational Safety and Health Officer (POSHO) usually located in the General Service Office related to safety, occupational health or environmental matters.

- c. Records of Mishap Investigation Analysis Boards, Mishap Forms (DS-1663), Motor Vehicle Accident Forms (SF-91 and SF- 91a); training records; and safety and health planning analyses.

**Disposition:** Destroy when 3 years old.

**DispAuthNo:** N1-84-94-3, item 1c

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**B050104d Safety, Health and Environmental Records**

**Description:** Information retained by the Post Occupational Safety and Health Officer (POSHO) usually located in the General Service Office related to safety, occupational health or environmental matters.

d. Material Safety Data Sheets (MSDS).

**Disposition:** Retain as long as product is used, then destroy.

**DispAuthNo:** N1-84-94-3, item 1d

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**Motor Vehicles****B050201a Vehicle Registration Files - U.S. Government-owned**

**Description:** Records pertaining to the registration of U.S. Government-owned vehicles, including correspondence with the Foreign Office, prefecture of police or automobile organization.

a. One-time registrations.

**Disposition:** Destroy 3 years after disposal of vehicle.

**DispAuthNo:** NC1-84-80-7, item 1a

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**B050201b Vehicle Registration Files - U.S. Government-owned**

**Description:** Records pertaining to the registration of U.S. Government-owned vehicles, including correspondence with the Foreign Office, prefecture of police or automobile organization.

b. Renewal registrations.

**Disposition:** Destroy when superseded, except last one destroy 3 years after disposal of vehicle.

**DispAuthNo:** NC1-84-80-7, item 1b

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**B050202 Accident Files**

**Description:** Records relating to motor vehicle accidents involving U.S. Government-owned vehicles, including accident reports, statements of witnesses and investigating officers' claims, etc.

**Disposition:** Destroy 6 years after case is closed.

**DispAuthNo:** GRS 10, item 5

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**B050203 Vehicle Acquisition and Disposition Files**

**Description:** Includes bids, sales agreements, certificates of award, etc.

**Disposition:** Destroy 4 years after vehicle leaves agency custody.

**DispAuthNo:** GRS 10, item 6

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**B050204a Motor Vehicle Operating and Maintenance Files**

**Description:** a. Summary data of operating and maintenance expenses including those relating to gas and oil consumption, repair charges (labor and parts), vehicle mileage, etc. Includes data used to prepare year-end report, other reports and all other items.

**Disposition:** Destroy when 3 months old.

**DispAuthNo:** GRS 10, item 2a

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**B050204b Motor Vehicle Operating and Maintenance Files**

**Description:** b. Source data of operating and maintenance expenses including gas coupons, service and repair work orders, Daily Vehicle Usage Report (OF-108), trip tickets, daily dispatch reports, etc.

**Disposition:** Destroy 3 years after date of report.

**DispAuthNo:** GRS 10, item 2b

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**B050205 Vehicle Inventory Report**

**Description:**

**Disposition:** Destroy 3 years after date of report.

**DispAuthNo:** GRS 10, item 2b

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**B050206a Motor Vehicles Program Files**

**Description:** Correspondence between post and Department regarding post fleet acquisition, disposition and other transactions.

a. Records of a policy and procedural nature.

**Disposition:** Retain at post until no longer needed for reference purposes.

**DispAuthNo:** NC1-84-80-7, item 5a

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**B050206b Motor Vehicles Program Files**

**Description:** b. Records pertaining to routine administrative matters.

**Disposition:** Destroy when 2 years old.

**DispAuthNo:** NC1-84-80-7, item 5b

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**Building Construction and Maintenance****B050301 Building History Files**

**Description:** Summary or narrative reports on specific U.S. Government buildings regarding such aspects as acquisition of sites, architectural design, cornerstone laying, cost of construction and furnishing, and utilization of space, with photographs of completed buildings.

**Disposition:** Retain permanently at post.

**DispAuthNo:** II-NNA-530, item 1

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**B050302a Real Property Title Records**

**Description:** Acquisition background information, agreements, amendments, appraisals, authorizations, correspondence, data, documentation, floor plans, freehold titles with associated documentation pertaining to U.S. Government properties, licenses, major construction information, maps, memorandums, original leasehold, photographs, recommendations, records, reports, sales contracts, surveys, and tasks.

a. Title Deeds to Property. Where local law DOES NOT require that originals be retained by the foreign country.

NOTE: Under NO circumstances should original titles, crown type lease deeds documentation, the equivalent substitute, or original issuance be held at post.

**Disposition:** Forward signed original title or crown lease type deed documents issued by host country TO: A/FBO/OPS/RE/RPM.

**DispAuthNo:** N1-59-94-9, item 9a(1)

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**B050302b Real Property Title Records**

**Description:** b. Title Deeds to Property - Held at Post. Where local laws DO require that originals be retained by the foreign country.

NOTE: Retain originals in a file safe.

**Disposition:** Forward 2 signed certified copies of title or crown lease type deed documents or equivalent that is recognized by the host government as well as the courts of the host country as having equal validity as proof of U.S. Government ownership as would an original deed TO: A/FBO/OPS/RE/RPM.

**DispAuthNo:** N1-59-94-9, item 9a(2)

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**B050303a Architectural Data Files**

**Description:** Includes blueprints, floor plans, charts and other architectural data for U.S. Government-owned buildings abroad.

a. Master File.

**Disposition:** Forward to Department, Attn: FBO, when obsolete.

**DispAuthNo:** II-NNA-530, item 3

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**B050303b Architectural Data Files**

**Description:** b. All other files.

**Disposition:** Destroy when obsolete or of no further value.

**DispAuthNo:** II-NNA-530, item 4

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**B050304 Buildings - Contract Files (Maintained in the Budget & Fiscal Section)**

**Description:** Consists of ORIGINAL contracts, Contractor Evaluation Statement (DS-1771), close out memorandums, and other related documents on construction, furnishing, maintenance or repair of U.S. Government-owned or leased quarters.

**Disposition:** Destroy 6 years and 3 months after final payment if all claims have been satisfactorily resolved.

**DispAuthNo:** NC1-84-80-4, item 1

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**B050305 Site Acquisition Files**

**Description:** Includes correspondence, survey reports and photographs regarding the selection of sites and acquisition of property for the construction of U.S. Government-owned buildings and residences. Excludes title deeds (see item 050302).

**Disposition:** Destroy when 5 years old.

**DispAuthNo:** II-NNA-530, item 2

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**B050306 Obligating Document Files**

**Description:** Includes purchase orders, vouchers, invoices and other obligating documents.

**Disposition:** Destroy when 5 years old.

**DispAuthNo:** II-NNA-530, item 7

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**B050307 Buildings - Program Files**

**Description:** Includes correspondence, COPIES of contracts and related documents, reports, and specifications relating to the construction of, furnishing of, actual maintenance of, repair of, and sale of U.S. Government-owned buildings and residences.

(For ORIGINAL contracts see item 050304).

**Disposition:** Retain at post specifications and as built drawings until no longer needed. Destroy all other records 2 years after final payment if all claims have been satisfactorily resolved

**DispAuthNo:** NC1-84-80-4, item 2

---

**B050308 Buildings Maintenance - Procurement Files**

**Description:** Correspondence, and COPIES of contracts with local companies relating to the - procurement - of materials, labor, supplies, and equipment that will be used in the maintenance of U.S. Government-owned buildings and leased quarters.

(For ORIGINAL contracts see item 050304).

**Disposition:** Destroy when 2 years old.

**DispAuthNo:** II-NNA-3, item 24

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**B050309 Inspection and Testing Files**

**Description:** Correspondence pertaining to inspection and testing of construction materials; daily or other periodic inspection reports, photographs and charts regarding U.S. Government-owned buildings and residences.

**Disposition:** Destroy when 2 years old.

**DispAuthNo:** II-NNA-530, item 10

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**B050310 Bid Files**

**Description:** Correspondence regarding invitations to bid on contracts, and COPIES of contracts for the construction or repair of U.S. Government-owned buildings and residences.

(For ORIGINAL contracts see item 050304).

**Disposition:** Destroy when 2 years old.

**DispAuthNo:** II-NNA-530, item 11

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**B050311 Delivery Sheets for Contractor or Warehouse****Description:**

**Disposition:** Destroy when 2 years old.

**DispAuthNo:** II-NNA-530, item 13

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**B050312 Lease - Contract Files**

**Description:** Lease contracts (COPIES), Contractor Evaluation Statement (DS-1771), close out memorandums, related bills, floor plans, advertising pamphlets, and communications.

(For ORIGINAL contracts see item 050304).

**Disposition:** Destroy 3 years after year in which premises are vacated; litigation, if any, is concluded; local laws no longer apply to the contract; and the statute of limitations period has expired.

**DispAuthNo:** II-NNA-3183

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**Procurement and Supply****B050401 Procurement - Contract Files**

**Description:** Contracts, Contractor Evaluation Statement (DS-1771), close out memorandums, and other related documents for equipment, services, and supplies; and related correspondence; sales literature; specifications; bids; and other material.

**Disposition:** Destroy 3 years after final payment.

**DispAuthNo:** GRS 3, item 3a(2)

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**B050402a Non-Expendable Property Inventory Files**

**Description:** a. Inventory Reconciliation Files. Documents used in making annual physical inventories. Included are the following reports: Automatic Adjustment Report, Comprehensive Report, Visual Report, Inventory Coverage Report, and Certificate of Reconciliation Report (OF-127, OF-132).

**Disposition:** Destroy 3 complete fiscal years after completion of inventory.

**DispAuthNo:** N1-84-94-5, item 1a

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**B050402b Non-Expendable Property Inventory Files**

**Description:** b. Individual Property Record Cards (OF-129)

**Disposition:** Destroy 2 years after property has been sold or otherwise disposed of.

**DispAuthNo:** GRS 3, item 9b

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**B050402c Non-Expendable Property Inventory Files**

**Description:** c. Composite Property Record Cards (OF-128)

**Disposition:** Destroy 2 years after stock balance has been transferred to new card.

**DispAuthNo:** GRS 3, item 9b

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**B050403 Expendable Stock Control Record Card (OF-131)**

**Description:**

**Disposition:** Destroy 1 year after discontinuance of item or 1 year after stock balance is transferred to new card.

**DispAuthNo:** N1-84-94-5, item 2

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**B050404a Requisition Files**

**Description:** Requisitions for supplies, equipment or services; estimated office requirements for supplies; and monthly reports of supplies distributed.

a. Expendable Stock.

**Disposition:** Destroy 1 year after issue of item.

**DispAuthNo:** N1-84-94-5, item 3a

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**B050404b Requisition Files**

**Description:** b. Non-expendable Property.

**Disposition:** Destroy 2 years after completion or cancellation of requisition.

**DispAuthNo:** GRS 3, item 8a

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**B050405 Purchase Order Files**

**Description:** Purchase orders for supplies or equipment procured locally, and related correspondence. (Transactions of \$25,000 or less and construction under \$2,000).

**Disposition:** Destroy 3 years after final payment.

**DispAuthNo:** GRS 3, item 3a(2)

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**B050406 Property Disposal Files**

**Description:** Case files on sales of surplus personal property, comprising invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence.

**Disposition:** Destroy 2 years after final disposition action is taken. If sale was part of the disposal action, keep until 2 years after final settlement.

**DispAuthNo:** N1-84-94-5, item 4

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**B050407 Reserved for future use**

**Description:**

**Disposition:**

**DispAuthNo:**

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**B050408 Reserved for future use**

**Description:**

**Disposition:**

**DispAuthNo:**

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**B050409 Residence Inventory List****Description:**

**Disposition:** Destroy after outgoing inventory has been taken and all discrepancies have been resolved.

**DispAuthNo:** N1-84-94-5, item 5

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**B050410 Receiving Files**

**Description:** Receiving reports, copies of purchase orders, transfer documents, requisitions, shipping notices, bills of lading and other documents accumulated in the receipt of property after shipping.

**Disposition:** Destroy 3 complete fiscal years after the final delivery has been made.

**DispAuthNo:** N1-84-94-5, item 6

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**Publications and Map Procurement****B050501 Map Procurement Correspondence Files**

**Description:** Correspondence regarding the procurement of maps for the Department or other Government agencies.

**Disposition:** Destroy when 2 years old.

**DispAuthNo:** NN-169-85, item 1

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**B050502 Publications Record Files**

**Description:** Cards or other records of publications transmitted to the Department.

**Disposition:** Destroy when 2 years old.

**DispAuthNo:** NN-169-85, item 2

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**B050503 Purchase Order Files**

**Description:** Copies of purchase orders and invoices for publications procured, excluding copies maintained in the post Budget and Fiscal Section.

**Disposition:** Destroy 1 year after termination or completion.

**DispAuthNo:** GRS 3, item 3c

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**B050504 Foreign Publications Correspondence Files**

**Description:** Communications with the Department, foreign organizations and institutions and other posts regarding the procurement of foreign publications for the Department, other Federal agencies and U.S. Government libraries.

**Disposition:** Destroy when 2 years old.

**DispAuthNo:** II-NNA-3, item 35

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**Travel and Transportation****B050601a Official Travel Records**

**Description:** a. Requests, authorizations, orders, obligating documents and related papers, local transportation requests and authorizations issued by posts.

**Disposition:** Destroy when 1 year old.

**DispAuthNo:** NN-169-86, item 8

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**B050601b Official Travel Records**

**Description:** b. Issuing office copies of U.S. Government Transportation Request (SF-1169).

**Disposition:** Destroy 6 years after the period of the account.

**DispAuthNo:** GRS 9, item 1c

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**B050602 Travel Program Files**

**Description:** Communications regarding travel arrangements, including arrivals, visits and departures of travelers, information on travel orders, hotel accommodations, conference details, assignment of space; correspondence with transportation companies and hotels regarding travel and accommodations for official travelers; and card indexes to the travel correspondence file.

**Disposition:** Destroy when 1 year old.

**DispAuthNo:** NN-169-86, item 9

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**B050603 Passenger Lists**

**Description:** Includes ship and air schedules and lists of official passengers aboard incoming ships and planes.

**Disposition:** Destroy when 2 years old.

**DispAuthNo:** GRS 9, item 4a

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**B050604 Arrival and Departure Lists**

**Description:** List of persons arriving and departing from posts.

**Disposition:** Destroy when 2 years old.

**DispAuthNo:** GRS 9, item 4a

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**B050605 Shipment Files, Official Supplies and Equipment**

**Description:** Correspondence and forms regarding the shipment of materials to and from the post, including bills of lading, airway bills and related documents. Where a separate Bills of Lading File is maintained, see item 050607.

**Disposition:** Destroy when 2 years old.

**DispAuthNo:** NN-169-86, item 10

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**B050606 Household and Personal Effects - Shipment Files**

**Description:** Correspondence and forms regarding the shipment of materials to and from the post and related card records regarding shipment; bills of lading, airway bills and related documents. Where a separate Bills of Lading File is maintained, see item 050607.

**Disposition:** Destroy 2 years after employee is reassigned or transferred.

**DispAuthNo:** NN-169-86, item 11

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**B050607a Bills of Lading Files**

**Description:** Includes airway bills and related documents used in connection with the transportation of official supplies or personal effects.

a. Shipment of official supplies and equipment.

**Disposition:** Destroy when 2 years old.

**DispAuthNo:** NN-169-86, item 12a

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**B050607b Bills of Lading Files**

**Description:** b. Shipment of household and personal effects.

**Disposition:** Destroy 2 years after reassignment or transfer of employee.

**DispAuthNo:** NN-169-86, item 12b

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**B050608 Shipping Requests**

**Description:** Requests made to American firms to ship goods to an overseas post.

**Disposition:** Destroy when 2 years old.

**DispAuthNo:** II-NNA-3, item 27

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**B050609a Free Entry Permits**

**Description:** a. Copies bearing Foreign Office approval.

**Disposition:** Destroy when 2 years old.

**DispAuthNo:** II-NNA-3, item 26

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**B050609b Free Entry Permits**

**Description:** b. All other copies.

**Disposition:** Destroy when 6 months old.

**DispAuthNo:** II-NNA-3, item 26

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**Commissary****B050701 Procurement Files**

**Description:** Commissary orders and related correspondence with firms regarding the purchase of supplies for the commissary.

**Disposition:** Destroy when 2 years old.

**DispAuthNo:** II-NNA-3, item 86

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**B050702 Order Files**

**Description:** Correspondence with customers and with other posts regarding their orders for supplies through the commissary.

**Disposition:** Destroy when 2 years old.

**DispAuthNo:** II-NNA-3, item 87

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**B050703 Price Lists**

**Description:** Lists sent to other posts ordering from the commissary.

**Disposition:** Retain one copy of each list and destroy all other copies when new list is issued.

**DispAuthNo:** II-NNA-3, item 88

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**B050704a Stock Record Cards**

**Description:** a. Merchandise stock record cards reflect the movement of stock.

**Disposition:** Destroy after monthly inventory is verified.

**DispAuthNo:** II-NNA-3, item 89

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**B050704b Stock Record Cards**

**Description:** b. Warehouse stock cards consisting of a daily running inventory of stock in the warehouse.

**Disposition:** Destroy after yearly audit.

**DispAuthNo:** II-NNA-3, item 90

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**B050704c Stock Record Cards**

**Description:** c. Office stock record cards reflecting receipts and monthly inventory balances, long range consumption figures, and cost/selling price of each item.

**Disposition:** Destroy when 3 years old.

**DispAuthNo:** II-NNA-3, item 92

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**B050705a Tally Records**

**Description:** In and out tallies indicating quantity, condition, and other data regarding supplies received.

a. Warehouse and stock record copies.

**Disposition:** Destroy after yearly audit.

**DispAuthNo:** II-NNA-3, item 91

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**B050705b Tally Records**

**Description:** b. Accounting copy.

**Disposition:** Destroy when 5 years old.

**DispAuthNo:** II-NNA-3, item 91

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**B050706 Issue Slips**

**Description:** Issue slips documenting the transfer of merchandise from the warehouse to the sales floor.

**Disposition:** Destroy after yearly audit.

**DispAuthNo:** II-NNA-3, item 93

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**B050707 Inventory Reports**

**Description:**

**Disposition:** Destroy when 2 years old.

**DispAuthNo:** II-NNA-3, item 94

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**B050708a Customer Records**

**Description:** a. Application for an account with the commissary.

**Disposition:** Destroy 2 years after account has become inactive.

**DispAuthNo:** II-NNA-3, item 95

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**B050708b Customer Records**

**Description:** b. Customer's Index Card.

**Disposition:** Destroy when account is closed.

**DispAuthNo:** II-NNA-3, item 98

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**B050708c Customer Records**

**Description:** c. Customer's Account Card.

**Disposition:** Destroy 2 years after account is closed.

**DispAuthNo:** II-NNA-3, item 97

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**B050708d Customer Records**

**Description:** d. Eligibility Files. Interoffice memoranda, lists, and other data regarding the eligibility of personnel for commissary privileges, and information concerning accounts.

**Disposition:** Destroy when 2 years old.

**DispAuthNo:** II-NNA-3, item 97

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**B050708e Customer Records**

**Description:** e. Purchase Authorizations. Individual authorizations for eligible employees to make purchases at the commissary.

**Disposition:** Destroy 2 years after customer's account has become inactive.

**DispAuthNo:** II-NNA-3, item 96

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**B050709 Sales Receipts for Merchandise purchased from Commissary on account**

**Description:**

**Disposition:** Destroy 1 year after posting to customer's account.

**DispAuthNo:** II-NNA-3, item 100

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**B050710 Cash Sales Control Slips**

**Description:**

**Disposition:** Destroy after monthly audit.

**DispAuthNo:** II-NNA-3, item 101

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**B050711 Daily Cash/Bank Receipts and Disbursement Forms**

**Description:**

**Disposition:** Destroy when 5 years old.

**DispAuthNo:** II-NNA-3, item 102

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**B050712 Journal Vouchers****Description:****Disposition:** Destroy when 5 years old.**DispAuthNo:** II-NNA-3, item 103

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**B050713 Cigarette Ration Card****Description:****Disposition:** Destroy 3 months after completion of card or after card becomes inactive.**DispAuthNo:** II-NNA-3, item 104

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**B050714 Coal Order Card with related correspondence****Description:****Disposition:** Destroy when 2 years old.**DispAuthNo:** II-NNA-3, item 105

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**B050715 Gasoline Cards and related data****Description:****Disposition:** Destroy 1 year after card becomes inactive.**DispAuthNo:** II-NNA-3, item 106

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**B050716 Personnel Files****Description:** Personnel records and related data pertaining to salaries and taxes for commissary employees ONLY in case of those commissaries operated independently of post funds.**Disposition:** Destroy 2 years after separation of employee.**DispAuthNo:** II-NNA-3, item 107

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**Restaurant****B050801 Restaurant Program Files**

**Description:** Correspondence with firms supplying necessary food, merchandise and equipment for the proper overall operation of restaurant or cafeteria.

**Disposition:** Destroy when 2 years old.

**DispAuthNo:** II-NNA-3, item 75

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**B050802a Inventory Records**

**Description:** a. Daily report on food supplies on-hand.

**Disposition:** Destroy after monthly report is prepared.

**DispAuthNo:** II-NNA-3, item 76

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**B050802b Inventory Records**

**Description:** b. Monthly report of food purchased from Commissary, Army PX, or local market

**Disposition:** Destroy when 2 years old.

**DispAuthNo:** II-NNA-3, item 77

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**B050803a Restaurant Records**

**Description:** a. Daily report on restaurant or cafeteria receipts.

**Disposition:** Destroy when monthly statement of accounts is verified.

**DispAuthNo:** II-NNA-3, item 79

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**B050803b Restaurant Records**

**Description:** b. Monthly Statements on restaurant or cafeteria account.

**Disposition:** Retain one record set indefinitely and destroy all other copies after 3 months.

**DispAuthNo:** II-NNA-3, item 80

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**B050804 Cash Vouchers for Payment or Receipt of Funds**

**Description:**

**Disposition:** Destroy when 5 years old.

**DispAuthNo:** II-NNA-3, item 81

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**B050805 Requisitions Files**

**Description:** Requisitions for supplies, equipment or services.

**Disposition:** Destroy when 1 year old.

**DispAuthNo:** II-NNA-3, item 82

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**B050806 Personnel Records**

**Description:** Personnel files for restaurant or cafeteria employees ONLY in those cases where the facility is operated independently of post funds.

**Disposition:** Destroy 2 years after employee is separated.

**DispAuthNo:** II-NNA-3, item 83

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**B050807 Working schedules or other assignment data for restaurant or cafeteria employee**

**Description:**

**Disposition:** Destroy when new schedule or assignment data is prepared.

**DispAuthNo:** II-NNA-3, item 84

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**B050808 Time and Attendance Reports**

**Description:** Time and Attendance Reports for restaurant or cafeteria employees ONLY in those cases where the facility is operated independently of post funds.

**Disposition:** Destroy when 6 years old.

**DispAuthNo:** GRS 2, item 7

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